



BOARD OF ARCHITECTURAL REVIEW APPLICATION PROCEDURES

Department of Planning, Zoning and Development
Town of Leesburg
25 West Market Street * PO Box 88 20176
Planning and Zoning Telephone 703 771-2765
Fax 703 771-2724

**BOARD OF ARCHITECTURAL REVIEW (BAR) APPLICATION PROCEDURES
FOR THE OLD AND HISTORIC DISTRICT, H-2 CORRIDOR DISTRICT,
COMPREHENSIVE SIGN PLANS AND BUFFER YARD/SCREENING REQUESTS.
FOR ADMINISTRATIVE REVIEW REQUESTS – USE BAR ADMIN APPLICATION.**

MEETING

The Board of Architectural Review (B.A.R.) meets on the third Monday of every month unless otherwise stated in the published meeting schedule. These meetings are held in the Town Council Chambers on the second floor of the Town Hall located at 25 West Market Street and begin at 7:30 P.M. The deadline for all B.A.R. meetings, shown on the published schedule, is approximately 21 days prior to the meeting. **Applications and schedules may be obtained from the Leesburg web site at www.leesburgva.gov.** To obtain general application information or verify specific meeting dates and deadlines, please telephone the planning department at 703 771-2765. Applications must be submitted to the planning department by 5:00 on the deadline date. The applicant or a representative must be present at the meeting.

SUBMISSION

The applicant must submit a completed Administrative Review or Board of Architectural Review application form, accompanying materials listed below, written permission from the property owner – if the applicant is not the owner and application fee. Sign requests require filing a sign permit at the time of the BAR submission. Requests for demolition require post-demolition plans – please refer to section 7.5.8 of the Leesburg Zoning Ordinance. The filing fee for signs, additions, alterations, and demolition is \$25.00. The filing fee for new construction on a vacant lot is \$100.00.

Application Materials for H-1 and H-2 Districts

Please note: minor building alterations do not require a site plan. In addition, residential light fixtures, fences and paving may be administratively processed.

1. Scale Architectural Drawings - 8 copies of all elevations of the project including building details and materials. For additions and alterations, drawings must depict new and existing sections of the building to show the relationship of the proposed change to the existing building.

2. Photographs showing existing site or building conditions – 1 original set with 7 copies.
3. Illustrations or cut sheets for windows, doors, light fixtures to show design, type, material, color, and size. Window information must indicate if window sash is simulated or true divided light and the pane division.
4. Paint color chips.
5. Scale Site Plan – 8 copies. Site plans must show property boundaries along with existing structures or buildings, structures or buildings to be removed and proposed new construction. Site plans may include landscape and lighting plans.
6. Landscape Plan – 8 copies required for multi-residential and commercial development projects – verify requirements with Current Planning. Planting and landscaping plans required for residential projects only when construction of garden structures or new mechanical equipment is being proposed.
7. Lighting Plan - 8 copies for government, institutional and commercial projects or multi-residential projects. Plan must include fixture design, height, material, color and location. A photometric plan must be submitted to Current Planning to verify compliance with regulations stated in DCSM.
8. An architectural model may be required for complex projects.

Application Materials For Administrative Review

1. One scale copy showing 1) design, material and placement of residential light fixture (building or freestanding) and /or 2) design (including the width and height), and materials of fence, and 3) location, materials and dimensions of driveway/walkway/patio paving.
2. One scale copy of a site/plot plan showing proposed change relative to property boundaries and residence (plans must show legal boundaries).
3. Photographs of existing site conditions.

Application Materials For Signs

1. Scale Drawings – 8 copies of the proposed sign showing the sign type (such as channel letter/box/traditional projecting), dimensions and shape; composition including: size and style of lettering, border, logos and art work; color scheme; and material.
2. Color rendering showing sign color scheme (strongly suggested for large commercial projects) or color chips maybe attached to scale drawing.
3. Scale elevation drawing depicting sign on building to show relationship of wall (flat mounted) or projecting sign to building scale and composition or a site plan that includes property boundaries required for free standing signs.
4. Method of mounting sign – this information may be included with sign drawing (1).
5. Method of illumination, if applicable. Illustration of fixture design (spot lights must have shades), size, material, color, wattage and placement.
6. Sign material – signs in the Old and Historic District must reflect traditional materials; if historic district sign material is not wood, a sample will be required.

GENERAL NOTES:

- **Design Guidelines for the Old and Historic District and the H-2 Corridor District are available and may be obtained from the Planning Department.**
- **Projects that require a variance must first obtain approval from the Board of Zoning Appeals.**
- **Residential fences, paving, patios, driveways and light fixtures may be administratively processed in the planning department, if the project meets the criteria of the Historic District design guidelines.**
- **Commercial projects must submit sketch site plan to Site Plan Review prior to BAR submission.**
- **Prior to obtaining a zoning permit, please verify with Current Planning that your commercial project has completed the development review process.**
- **All signs require sign permits issued by the zoning department.**
- **Projects and drawings may not be changed after issuance of BAR permit without prior approval of the BAR.**

BAR applications and Schedules may be obtained from
Ww.leesburgva.gov.

BOARD OF ARCHITECTURAL REVIEW APPLICATION (H-1 & H-2)



THE TOWN OF LEESBURG

25 WEST MARKET STREET ♦ P.O. BOX 88 20178

Planning and Zoning Telephone (703) 771-2765

Fax (703) 771-2724

DATE STAMP

BAR CASE # ↑

MEETING DATE ↑

ADDRESS OF PROJECT:

PROPERTY OWNERS NAME:

TELEPHONE NO.

PROPERTY OWNERS ADDRESS:

ARCHITECT/DESIGNER:

TELEPHONE NO.

Description of Application: Please describe briefly the request of the application: (new construction, addition, alteration, demolition, partial demolition, sign(s) and/or other). **Please be specific.**

____ Buffer Yard Requirement

____ Screening for Modification of Parking Lot Landscaping

This application is not complete until all of the following information has been provided to the Department of Planning, Zoning & Development. Please check the materials that have been submitted.

____ Scale architectural drawings- 8 copies; drawings must include all elevations with building details drawn to scale, large drawings must be folded prior to submission.

____ Development Site Plan-8 copies (drawn to scale and including landscape and lighting plan if applicable)

____ Material samples-for construction projects

____ Photographs (site, context, conditions)

____ Color samples

____ Cut sheets or illustrations of light fixtures, windows and doors

This section for sign(s) only ↓

____ Scale drawing of the design of the proposed sign showing lettering style and size. **(Please submit 8 copies)**

____ Color rendering or color chips to indicate sign colors. Color chips may be attached to scale drawing.

____ Scale drawing showing proposed location of sign on elevation for wall signs or site plan for freestanding signs. **(8 copies)**

____ Sign material must be indicated; traditional materials required and material will be required if different than wood.

____ Method of support must be illustrated and free standing signs must show scale of free standing fixture with sign.

PIN #

Name of Applicant:

Telephone Number ()

Address: Street

City

State

Zip Code

Signature: _____ Date _____

Will this property go before other boards and /or commissions? If so, please state meeting date and board or commission and explain. (Note: For Board of Zoning Appeals, list variances.) _____

Please Note:

- Applicant or an appointed representative must be present at the meeting.
- Written permission from the property owner granting permission for the proposed request must be attached to this application.
- BAR permit will become void unless construction is commenced within 12 months of the date of approval.
- Refer to H-2 and H-1 Design Guidelines for requirements.

FEE PAID\$ _____ \$25.00 Signs, Decks, Alterations, Additions

\$100.00 New Construction